



# National Science Foundation *Position Vacancy*

## SUMMER JOB OPPORTUNITIES

**OPEN:** 12/18/2000

**CLOSE:** 4/6/2001 \*

THE NUMBER OF SUMMER POSITIONS TO BE FILLED, IF ANY, WILL DEPEND UPON FUNDING AVAILABILITY. THESE ARE TEMPORARY POSITIONS NOT TO EXCEED SEPTEMBER 28, 2001.

**LOCATION:** National Science Foundation, Arlington, VA.

**BARGAINING UNIT STATUS:** Positions may be included in the Bargaining Unit and may be filled in accordance with the merit staffing provisions of the Collective Bargaining Agreement, Article VII or Article VIII.

**AREA OF CONSIDERATION:** All Sources.

**DUTIES AND RESPONSIBILITIES:** Listed below are descriptions of available jobs. Candidates will be referred for consideration for vacancies occurring throughout the National Science Foundation. An application is required for each position for which you wish to be considered. Please indicate the announcement number(s) and position(s) for which you are applying.

### **Announcement # C20010070**

### **OFFICE AUTOMATION CLERK, GS-326-3/4**

Employees perform a variety of general office duties, such as: typing and word-processing, sorting and distributing mail, maintaining files, and assisting office visitors and telephone callers. To qualify for the GS-3 level, applicants must have 6 months of clerical experience **OR** 1 year of education above high school, (30 semester hours or 45 quarter hours), or equivalent combination of experience, education and/or training. For the GS-4 level, applicants must have 1 year of clerical experience, **OR** 2 years of education above high school (60 semester hours or 90 quarter hours), or equivalent combination of experience, education and/or training. In addition, at all levels, candidates must have a typing speed of at least 40 words per minute, with no more than three errors. **U.S. CITIZENSHIP IS REQUIRED.**

### **Announcement # C20010071**

### **COMPUTER SPECIALIST, GS-334-5/7**

Employees may perform basic analyses, design programming and maintenance tasks; assist with the installation or demonstration of new applications software; assist in troubleshooting and fact-finding data processing problems; or assist in the preparation of spreadsheets, graphs and reports. To qualify for the GS-5 level, applicants must have 4 years of college in computer science, information systems management, mathematics, statistics, operations research, engineering, or course work that required the development or adaptation of computer programs and systems and provided knowledge equivalent to a major in the computer field **OR** 3 years of experience in the computer or directly related field, **OR** equivalent combination of education and experience related to the computer field. For the GS-7 level, applicants must have a bachelor's degree in computer science or related field, with superior academic achievement, **OR** 1 year of graduate work, **OR** 1 year of experience equivalent to GS-5, **OR** a combination of education and experience in or directly related to the computer field. **U.S. CITIZENSHIP IS REQUIRED.**

**Announcement # C20010072****COMPUTER CLERK, GS-335-3/4**

Employees may perform duties such writing simple computer programs; documenting the programs for use by staff; collecting data and performing basic analysis or assisting in problem solving. To qualify for the GS-3 level, applicants must have 6 months of clerical experience working with computers **OR** 1 year of education above high school (30 semester hours, 45 quarter hours, or the equivalent in a college or university) with course(s) related to the occupation. For the GS-4 level, applicants must have 1 year of clerical experience working with computers, **OR** 2 years of education above high school (60 semester or 90 quarter hours), or equivalent combination of experience, education, and/or training. **U.S. CITIZENSHIP IS REQUIRED.**

**Announcement # C20010073****SCIENCE AID/TECHNICIAN, GS-3/4**

Employees may perform duties such as collecting, preparing, receiving, reviewing, and verifying documents; maintaining office records; locating and compiling data or information from files and other data sources; and/or performing arithmetic and some mathematical procedures using automated data processing to support the work of the program. To qualify of GS-3 level, applicants must have 6 months of general experience **OR** 1 year of education above high school (30 semester hours, 45 quarter hours, or the equivalent in a college or university) with course(s) related to a science, mathematics, or engineering occupation (normally 6 semester hours in any combination of scientific or technical courses in the subject matter). For the GS-4 level, applicants must have 6 months of general experience **PLUS** 6 months of specialized experience particular to the knowledge, skills and abilities of the job **OR** 2 years of education above high school (60 semester hours, 90 quarter hours or the equivalent experience in a college or university) with courses in the broad subject matter. Applicants with the ability to type at a speed of at least 40 words per minute with no more than three errors, will be considered for special pay. **U.S. CITIZENSHIP IS REQUIRED.**

**Announcement # E20010074****SCIENCE ASSISTANT, AD-1**

**\* (This position is open until filled, not to exceed 08/01/2001)**

Duties may include assisting with the technical review and evaluation of proposals; conducting analyses and preparing reports; providing factual information regarding agency objectives, policies and procedures to prospective awardees and institutional representatives; assisting with panel and advisory meetings; or developing computer programs to facilitate program activities. To qualify, candidates must have at least a bachelor's degree (or equivalent experience) in a field of science, mathematics, or engineering (e.g., biology, chemistry, physics, social science, psychology, political science, economics, statistics, engineering, etc.

**HOW TO APPLY:** You may apply for a position with the *Optional Application for Federal Employment (OF-612)*, the older *Application for Federal Employment (SF-171)*, a resume, or other application format of your choice - so long as it contains the necessary information (summarized below). **Applicants applying for a position with a typing requirement must complete and submit the attached Self Certification Form for Typing.** You should specify the announcement number and the title and grade(s) of the jobs for which you are applying. **A separate application and an unofficial transcript will be required for each position for which you wish to be considered, (photocopies are acceptable).**

You must specify the job announcement number, and title and grade(s) of the job for which you are applying. You should also provide the following information: ● **Your country of citizenship.** ● **Your social security number.** ● **Date of Birth.** ● **Information about your education, including (1) high school graduation date and (2) college/university information - your major, and type and year of degree(s).** If no degree, show total credits earned and indicate whether semester or quarter hours. **Students must also provide proof of current enrollment or acceptance for enrollment in a learning institution. Please submit a current copy of your transcript.** ● Information about all your work experience related to this job, including job titles, duties and accomplishments, employer's name and phone number, number of hours worked per week, starting and ending dates (month and year), and annual salary. If you held various positions with the same employer, describe each separately. ● If you have Federal civilian experience, indicate the highest grade held, the job series, and dates held. ● If any of your relatives work for the United States Government, provide their name, relationship and department or agency for which they work. ● The brochure *Applying for a Federal*

*Job* provides information on the Federal job application process; it is available by calling the number listed below. **If your application does not provide all the information requested in this vacancy announcement, you may lose consideration for the job.**

The National Science Foundation provides reasonable accommodations to applicants with disabilities on a case-by-case basis. If you need a reasonable accommodation for any part of the application and hiring process, please notify the point of contact listed on this vacancy announcement.

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after three years or more of continuous active service may apply. Veteran candidates should attach a copy of your DD-214; and, if applicable, *Application for 10-Point Veteran's Preference* (SF-15), along with documentation specified on the form. (This is not necessary for status candidates for consideration under merit promotion procedures).**

**DUE TO THE LARGE VOLUME OF APPLICATIONS WE RECEIVE, ONLY APPLICANTS WHO ARE ACTUALLY SELECTED FOR A POSITION WILL BE NOTIFIED.**

Submit all application material to National Science Foundation, Division of Human Resource Management, 4201 Wilson Boulevard, Room 315, Arlington, VA 22230. Attn: Announcement Number. In addition to the required application materials, you are asked to complete and submit the attached Applicant Survey form. Submission of this form is voluntary and will not affect your application for employment. The information will be used for statistical purposes only. **ALL FORMS MUST BE RECEIVED BY THE CLOSING DATE OF THIS ANNOUNCEMENT.** For additional information call Madalyn Chisley on (703) 292-4350. Hearing impaired individuals should call TDD (703) 292-8044.

**NSF IS AN EQUAL OPPORTUNITY EMPLOYER COMMITTED TO EMPLOYING A  
HIGHLY QUALIFIED STAFF THAT REFLECTS THE DIVERSITY OF OUR NATION.**

**NATIONAL SCIENCE FOUNDATION  
APPLICANT SURVEY**

**OMB No. 3145-0096  
Expiration: August 2002**

Vacancy Ann. #: \_\_\_\_\_

Position Status (temporary/permanent): \_\_\_\_\_

Position Title/Series/Grade: \_\_\_\_\_

**INSTRUCTIONS**

Your completion of this form will be appreciated. Submission of this Information is voluntary and it will have no effect on the processing of your application. The data collected will be used only for statistical purposes to ensure that agency personnel practices meet the requirements of Federal law. Pursuant to 5 CFR 1320.5(b), an agency may not conduct or sponsor, and a person is not required to respond to an information collection unless it displays a valid OMB control number. The OMB control number for this collection is 3145-0096. NSF estimates that each respondent should take about 3 minutes to complete this survey, including time to read the instructions. You may have comments regarding this burden estimate or any other aspect of this survey, including suggestions for reducing this burden. If so, please send them to NSF Reports Clearance Officer, Division of Administrative Services, NSF, 4201 Wilson Blvd., Arlington, VA. 22230.

**PRIVACY ACT INFORMATION**

**GENERAL** - This information is provided pursuant to Public Law 93-579 (Privacy Act of 1974), December 31, 1974, for individuals completing Federal records and forms that solicit personal information.

**AUTHORITY** - Section 7201 of title 5 of the U.S. Code and Section 2000e-16 of title 42 of the U.S. Code.

**PURPOSE AND ROUTINE USES**

The information is used for research and for a Federal Equal Opportunity Recruitment Program (FEORP) to help insure that agency personnel practices meet the requirements of Federal law. Address questions concerning this form and its uses to the Privacy Act Officer, National Science Foundation, Arlington, VA 22230.

1. Today's Date: \_\_\_\_\_

2. Year of Birth: \_\_\_\_\_

3. How did you learn about the particular position for which you are applying? (Circle appropriate number.)

01 - Newspaper (specify)

02 - Contact with NSF Personnel Office

(Agency Bulletin Board or other Announcement)

03 - NSF-initiated personal contact

04 - Science Magazine, or other professional journal or magazine

(specify)

05 - Affirmative Action Register

06 - Attendance at conference, meeting or job fair

(specify)

07 - NSF recruitment at school or college

08 - Colleague referral

09 - NSF Bulletin

10 - Federal, State or local job information center

11 - State vocational rehabilitation agency or

Veterans Administration

12 - State employment office

13 - School or college counselor or other official

14 - Private job Information service

15 - Private employment service

16 - Friend or relative working at NSF

17 - Friend or relative not working at NSF

18 - NSF website

19 - Internet or other website

20 - Other (specify)

4. Please select the racial/ethnic category with which you most closely identify yourself. (Circle the appropriate letter)

A. **American Indian or Alaskan Native.** A person having origins in any of the original peoples of North America, who maintains cultural identification through tribal affiliation or community recognition.

B. **Asian or Pacific Islander.** A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Korea, the Philippine Islands, and Samoa.

C. **Black, not of Hispanic origin.** A person having origins in any of the Black racial groups of Africa. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origins.

D. **Hispanic.** A person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin, regardless of race.

E. **White, not of Hispanic origin.** A person having origins in any of the original peoples of Europe, North Africa or the Middle East. This does not include persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish cultures or origin.

5. Sex (Circle the appropriate letter.) F - Female M - Male

6. Please provide Information on your disability status by circling the appropriate category below:

1. I do not have a disability; 2. Hearing impairment; 3. Vision impairment; 4. Missing extremities; 5. Partial paralysis; 6. Complete paralysis; 7.

Convulsive disorder; 8. Mental retardation; 9. Mental or emotional illness; 10. Severe distortion of limbs and/or spine; 11. I have a disability but it is not listed.

**FOR AGENCY USE**

Agency Code: \_\_\_\_\_

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

## SUPPLEMENTAL QUALIFICATIONS STATEMENT TYPING AND SHORTHAND SKILLS, GS-2/7

**Complete and submit this form with you application.**

Name \_\_\_\_\_ SSN \_\_\_\_\_

The following statement of proficiency in Typing or Shorthand or both will be accepted in lieu of a certificate of proficiency issued by an educational institution or other organization approved by the Office of Personnel Management as an alternative way of meeting the skills and abilities requirement of the position. When completing this form be specific in your claim(s) of proficiency (e.g., 50 w.p.m. and 3 errors). **Do not use ranges of proficiency (e.g., 45-50 w.p.m. and 2-4 errors).**

1. I certify that I can currently type \_\_\_\_\_ words per minute with no more than \_\_\_\_ errors. (40 wpm required). My typing speed and error rates are based on typing performance for a period of five minutes. I gained my typing skill through: \_\_\_\_ School \_\_\_\_ Work \_\_\_\_ Other\*.

\*Describe how you gained your skill.

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2. I certify that my current shorthand speed is \_\_\_\_\_ words per minute with no more than \_\_\_\_\_ errors and I can make correct transcriptions of my notes (80 wpm required). My dictation speed and error rates are based on shorthand performance for a period of 3 minutes. I gained my shorthand skill through: \_\_\_\_ School \_\_\_\_ Work \_\_\_\_ Other\*

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I understand that claims of proficiency may be verified at the time of consideration for employment. I further understand that my inability to perform as certified above may constitute a basis for termination at the onset of employment or during the probationary period of employment.

**NOTE: YOU MUST SIGN AND DATE THIS FORM ON THE REVERSE SIDE.**

## PRIVACY ACT INFORMATION

The Office of Personnel Management is authorized by section 1302 of Chapter 13 (Special Authority) and sections 1301 and 3304 of Chapter 33 (Examination, Certification and Appointment) of Title 5 of the U.S. Code to collect the information on this form.

Executive Order 9397 (Numbering System for Federal Accounts Relating to Individual Persons) authorizes the collection of your Social Security Number (SSN). Your SSN is used to identify this form with your basic application. It may be used for the same purposes as stated on the application.

The information you provide will be used primarily to determine your qualifications for Federal employment. Other possible uses or disclosures of the information are;

1. To make requests for information about you from any source (e.g. former employers or schools), that would assist an agency in determining whether to hire you;
2. To refer your application to prospective Federal employers and, with your consent, to others (e.g. State and local governments) for possible employment;
3. To a Federal, State, or local agency for checking on violations of law or other lawful purposes in connection with hiring or retaining you on the job, or issuing you a security clearance;
4. To the courts when the Government is party to a suit; and
5. When lawfully required by Congress, the Office of Management and Budget, or General Services Administration.

Providing the information requested on this form, including your SSN is voluntary. However, failure to do so may result in your not receiving an accurate rating, which may hinder your chances for obtaining Federal employment.

### ATTENTION - THIS STATEMENT MUST BE SIGNED

**Read the following paragraph carefully before signing this Statement**

A false answer to any question in this Statement may be grounds for not employing you, or for dismissing you after you begin work, and may be punishable by fine or imprisonment (U.S. Code, Title 18, Sec. 1001). All statements are subject to investigation, including a check of your fingerprints, police records, and former employers. All the information you give will be considered in reviewing your Statement and is subject to investigation.

#### CERTIFICATION

I CERTIFY that all of the statements made in this Statement are true, complete and correct to the best of my knowledge and belief, and are made in good faith.

SIGNATURE (*Sign in ink*)

DATE SIGNED